

# Getting Google e-mail in Outlook Express in the OME-RESA Network

Note: Your school district may block Google mail. Check with the Technology Co-ordinator.

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## Start Outlook Express

Choose Tools

Accounts

All tab

Add

Mail

Display Name: GoogleJonas (This is an example, please use your name choice)

Next

E-Mail address: [jonas@gmail.com](mailto:jonas@gmail.com) (This is an example, please use your actual Google email address)

Next

My incoming mail server is: **IMAP** **\*\* very important to change from POP3**

Incoming mail server: imap.gmail.com

Outgoing mail server: smtp.gmail.com

Next

Account Name: GoogleJonas (This is an example, please use your name choice)

password (You may remove the check mark for security. You will have to type your password each time you access OE)

No need to leave a check mark in the SPA box.

Next

Finish

Highlight the imap.gmail.com account

Choose Properties

Choose the Advanced tab

In the Outgoing Mail (SMTP) enter: 25

In the Incoming Mail (IMAP) enter: 993

Add a checkmark to the box "This server requires a secure connection (SSL)"

Click Apply

OK

Close

**Folders:**

Would you like to download folders?

Yes

Enter your password.

OK

(Folders should download)

OK